

Copyright Office of the United States  
Library of Congress, Washington

DEAR SIR:

In reply to your recent letter I beg to send you the printed matter inclosed. I trust this will be found to be a sufficient response to the request contained in your letter, which is returned to you herewith. If the material sent does not fully meet your needs, a further inquiry will be promptly answered. In that case please return the original letter.

Respectfully,

*Thorvald Solberg*  
Register of Copyrights.

(April, 1921—20,000)

**TO AID THE COPYRIGHT OFFICE  
TO EXPEDITE YOUR COPYRIGHT BUSINESS**

1. Address plainly all mail or express matter **REGISTER OF COPYRIGHTS, Library of Congress, WASHINGTON, D. C.**
2. Add on outside of parcel the name and address of sender.  
(Please caution Postmaster not to cover this with his frank label.)
3. Mail the copies, application and fee all at the same time though not necessarily in the same package. These must all be at hand before action may be taken.

The copies of works sent to be registered for copyright may be mailed to the Copyright Office free (under sec. 14 of the copyright law) if directly delivered for that purpose to the postmaster. The Copyright Office cannot furnish any franking labels.

**SPECIAL CAUTION.** According to the ruling of the Post Office Department the money order (or other remittance) is not entitled to free postal transmission. This with the **APPLICATION** therefore should be forwarded separately by mail, under letter postage, addressed to the Register of Copyrights.

If this is done, and the application blanks carefully and properly filled out, prompt action can be taken and the delay resulting from the need for correspondence will be eliminated.

Do not send currency or coin or postage stamps for fee; but preferably a **MONEY ORDER**.  
Private checks not certified are not acceptable, and if sent will necessarily be returned.

**SEE OVER**

(Oct. 1921—20,000)

Attention is called to the importance of having all packages that are sent to the Copyright Office securely wrapped *and tied*.

Mail matter is frequently received at this office with the wrapper so badly torn that the inclosures are in danger of being lost; and reported failures to receive articles mailed may sometimes be explained on the ground of the flimsy and insufficient wrapping.

To guard against such loss the use of stout paper and twine in wrapping mail matter destined to the Copyright Office is urged.

**SEE OVER**

Copyright Office of the United States  
Library of Congress, Washington

In reply to your letter (returned herewith) we beg to point out that under the copyright law now in force the first step to take to secure copyright in a work intended to be published is to print and publish the work with the statutory notice of copyright claim inscribed.

Promptly after such publication with copyright notice has been made, in order to register the copyright claim, send two complete copies of the best edition to this office, with application and the registration fee (money order for \$1)

Manuscripts of novels or other prose works, poems, words of a song, etc., or any works legally designated a "book," should not be sent to this office before they have been printed and published, as the law does not permit registration of such unpublished works. Such Mss. are protected under the common law and nobody has a right to use them without the consent of the owner.

The Copyright Act expressly provides "That nothing in this Act shall be construed to annul or limit the right of the author or proprietor of an unpublished work, at common law or in equity, to prevent the copying, publication, or use of such unpublished work without his consent, and to obtain damages therefor." (Sec. 2)

(March, 1922—5,000)

## Library of Congress

Copyright Office

Washington, D. C.

## Steps Necessary to Secure Copyright Registration in the United States under the Act of March 4, 1909, as amended

## For works reproduced in copies for sale:

1. Publish the work with the copyright notice. The notice may be in the form  
 "Copyright, 19..... (year date of publication) by..... (name of copyright proprietor.)"

The name of the copyright proprietor given in the notice should be the true, legal name of the person, firm, or corporation owning the copyright, and no other. The use of a fictitious or assumed name, or the name of any person other than the copyright proprietor, may result in the loss of the copyright protection.

Please see the back of this sheet for additional information as to the form and place of the notice. The date in the copyright notice should agree with the year date of publication.

2. Promptly after publication,\* send to the Copyright Office two copies of the best edition of the work, with an application for registration and a money order payable to the Register of Copyrights for the statutory registration fee of \$1. As to special registration of photographs, see below.

In the case of books the copies deposited must be accompanied by an affidavit, under the official seal of an officer authorized to administer oaths, stating that the type-setting, printing, and binding of the book have been performed within the United States. Affidavit and application forms will be supplied by this office on request.

This affidavit is not required in the case of a book of foreign origin in a language or languages other than English, nor in the case of a printed play in any language, as such works are not required to be manufactured in the United States.

In the case of contributions to periodicals send one complete copy of the periodical containing the contribution with application and fee. No affidavit is required.

Only one copy is required to be deposited in the case of a work by an author who is a citizen or subject of a foreign state or nation and has been published in a foreign country in a language other than English.

## For works not reproduced in copies for sale:

Copyright may also be had of certain classes of works (see *a, b, c*, etc., below) of which copies are not reproduced for sale, by filing in this office an application for registration, with the statutory fee of \$1, sending therewith:

- (a) In the case of lectures or other oral addresses, or of dramatic or musical compositions, one complete manuscript or typewritten copy of the work.
- (b) In the case of photographs not intended for general circulation, one photographic print. As to special fee, see below.
- (c) In the case of works of art (paintings, drawings, sculpture), or of drawings or plastic works of a scientific or technical character, one photograph or other identifying reproduction of the work.
- (d) In the case of motion-picture photoplays, a title and description, with one print taken from each scene of every act.
- (e) In the case of motion pictures other than photoplays, a title and description, with not less than two prints taken from different sections of a complete motion picture.

In the case of each of the works here noted, not reproduced in copies for sale, the law expressly requires that a second deposit of printed copies for registration and the payment of a second fee must be made upon publication.

\*NOTE.—The date of publication is defined in the statute as "the earliest date on which the work was placed on sale, sold, or publicly distributed."

**Fees:**

The statutory fee for registration of any work, except a photograph, is one dollar, including a certificate of registration under seal. In the case of a photograph, if a certificate is not demanded the fee is fifty cents. In the case of several volumes of the same book deposited at the same time, only one registration at one fee is required.

Because of the procedure now followed under the rules of the Treasury Department, by which the Register of Copyrights deposits all moneys received directly in the United States Treasury, checks can not be accepted for payment of copyright fees. To avoid trouble in having them returned checks should therefore not be sent for fees. All remittances should be sent by money order or bank draft, payable to the Register of Copyrights. **Do not send any currency, stamps or coin.**

*Thorvald Solberg*  
Register of Copyrights

**Extract from the Act of March 4, 1909, respecting the  
Copyright notice**

"SEC. 18. That the notice of copyright required by section nine of this Act shall consist either of the word "Copyright" or the abbreviation "Copr.," accompanied by the name of the copyright proprietor, and if the work be a printed literary, musical, or dramatic work, the notice shall include also the year in which the copyright was secured by publication. In the case, however, of copies of works, specified in subsections (f) to (k)\*, inclusive, of section five of this Act, the notice may consist of the letter C inclosed within a circle, thus: ©, accompanied by the initials, monogram, mark, or symbol of the copyright proprietor: *Provided*, That on some accessible portion of such copies or of the margin, back, permanent base, or pedestal, or of the substance on which such copies shall be mounted, his name shall appear. But in the case of works in which copyright is subsisting when this Act shall go into effect, the notice of copyright may be either in one of the forms prescribed herein or in one of those prescribed by the Act of June eighteenth, eighteen hundred and seventy-four.

"SEC. 19. That the notice of copyright shall be applied, in the case of a book or other printed publication, upon its title-page or the page immediately following [the back of the title-page], or if a periodical either upon the title-page or upon the first page of text of each separate number or under the title heading, or if a musical work either upon its title-page or the first page of music: *Provided*, That one notice of copyright in each volume or in each number of a newspaper or periodical published shall suffice."

\* The following are the classes of works "specified in subsections (f) to (k)":

- (f) Maps;
- (g) Works of art, models or designs for works of art;
- (h) Reproductions of a work of art;
- (i) Drawings or plastic works of a scientific or technical character;
- (j) Photographs;
- (k) Prints and pictorial illustrations.

(OVER)

EXPLANATORY CIRCULAR No. 35

SUBJECT:

DIRECTIONS FOR COPYRIGHT

(Nov., 1921—20,000)

DOC-CW-323

# Panama City Publishing Company

PUBLISHERS OF

PANAMA CITY PILOT  
PANAMA CITY, FLA.

ST. ANDREWS BAY NEWS  
ST. ANDREWS, FLA.

COMMERCIAL PRINTING

BUSINESS OFFICES:  
PANAMA CITY AND ST. ANDREWS, FLA.

MACHINE COMPOSITION

MECHANICAL DEPARTMENT:  
ST. ANDREWS, FLA.



G. M. WEST Editor

L. C. WEST BUSINESS MANAGER

St. Andrews, Florida. May 12, 1922.

MAY 15 1922

Register of Copyrights,  
Library of Congress,  
Washington, D. C.

Gentlemen:

I am publishing a work, the title "St. Andrews", a bound book of 130 pages, being a historical account of St. Andrews which I wish to copyright. Please send me blanks and necessary information that I may comply with the copyright law.

Very truly yours,

W/J.

George M. West,  
St. Andrews, Fla.  
St. Andrews, Florida  
By G. M. West of the United States.

Title of book:

Date of publication June 19, 1922, Affidavit received June 22, 1922.

Copies received June 21, 1922, Entry: Class A, XXc., No. 674699.

[SEAL]

Thorwald Solberg  
Registrar of Copyrights.

DOC-CW-323

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## COPYRIGHT OFFICE OF THE UNITED STATES OF AMERICA

Library of Congress—Washington



## CERTIFICATE OF COPYRIGHT REGISTRATION

This is to certify, in conformity with section 55 of the Act to Amend and Consolidate the Acts respecting Copyright approved March 4, 1909, as amended by the Act approved March 2, 1913, that TWO copies of the BOOK named herein have been deposited in this office under the provisions of the Act of 1909, together with the AFFIDAVIT prescribed in section 16 thereof; and that registration of a claim to copyright for the first term of 28 years from the date of publication of said book has been duly made in the name of

[OVER]